



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

**PROJECT ADMINISTRATOR: ISDG**  
**One year (12 months) employment contract**

**Remuneration: R180 000.00** all-inclusive package per annum.

**Requirements:**

- National Diploma in Administration
- 2-5 years relevant experience
- Code B drivers' license
- Managerial & planning skills
- Good facilitating skills
- Good inter personal & communication and report writing skills
- Computer literacy (MS Word, Excel, PowerPoint)
- Fluent in English Administrative and computer literacy skills

**Other requirements/skills:**

- Driver's license
- Strategic planning skills
- Inter personal skills
- Communication skills
- Research Skills
- Presentation skills
- Computer literacy
- Analytical Skills
- Ability to speak, read and write in Afrikaans & English

**Key Performance areas:**

- Assist in administrative works of graduates employed under the built industries in municipalities which includes scheduling and planning for events and trips
- Ensure the submission of applications for graduates to register as candidates with the relevant statutory councils within six months and complete the candidacy registration process within 12 months of intake
- Ensure that all identified training material and equipment identified and recommended by the mentors and the Manager PMU are timely acquired.
- Ensure that evidence of graduate registration is submitted to National Treasury when graduates have qualified and are registered as professionals
- Ensure that there is a training Rotation Plan, updated and adhered to
- Ensure preparations for the ISDG Steering committee meetings sittings are done regularly
- Develop and update the list of business tools and assets purchased with the ISDG Grant funding
- Follow up on the monthly and quarterly reports and ensure that they are being submitted timeously
- Ensure that Graduate reports and/or log books on the road-to-registration are be signed
- Facilitate service Level Agreement, action logs and all other agreements with the National Treasury.



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## Conditions:

1. Each applicant must submit the following:
  - A signed application letter;
  - A comprehensive CV;
  - Certified copies of qualifications, ID & Driver's Licence
  - Transcripts of the professional qualifications.
2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. No faxed or e-mailed applications will be accepted;
4. The Municipality reserves the right at all times not to appoint.
5. No late applications will be considered.
6. Applications for all this position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou street, Kuruman, on or before the **29 July 2016 at 16h00**.

**Please note: If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.**

**Mrs MP Bokgwathile  
Municipal Manager**

